

2001-02 Special Instructions for Reports of Attendance

(P-1)	First Period	-- July 1, 2001, through December 31, 2001
(P-2)	Second Period	-- July 1, 2001, through April 15, 2002
(A)	Annual	-- July 1, 2001, through June 30, 2002

Type of Class

Regular Classes; Continuation Schools and Classes; Opportunity Schools and Full-Day Opportunity Classes; 'Home and Hospital'-(Pupils with Temporary Disabilities/Non-Special Education); Special Education including Nonpublic, Nonsectarian Schools; Adult Education; Regional Occupational Centers and Programs; and Community Day Schools

First Period: Report the apportionable attendance from July 1, 2001 through the last full school month ending on or before December 31, 2001.

Second Period: Report the apportionable attendance from July 1, 2001 through the last full school month ending on or before April 15, 2002.

Annual: Report the apportionable attendance from July 1, 2001 through June 30, 2002.

Enrollments – Grades One Through Twelve – Line N

A cumulative count of all pupils who have been enrolled in regular classes from July 1 through the last day of each reporting period.

Pupils changing schools within the district are to be counted each time they enroll in a school. Do not subtract for pupils transferring to other districts. Each district is to report the sum of all regular class enrollees for the school year.

Attendance of Pupils Residing Outside of District - Form No. J-18/19S Supplement, District

These forms are to be used by school districts to report ADA for students attending on a tuition basis from another district, in the following categories:

- (a) Districts which would have 25% or more of their Public Law 81-874 funds affected [*Education Code* Section 46607(b)]
- (b) For Adult Programs and ROC/Ps serving four or more districts [E.C. 46607(c)]

The attendance of all other pupils attending pursuant to interdistrict agreements is to be reported in the same manner as that of pupils living in the district.

Special Education Programs

Do not report attendance in classes conducted by resource specialists, or for designated instructional services to which the student is not regularly assigned.

Extended Year

First, Second, Annual: Report the total apportionable attendance in the fiscal year in which the session ends.

Special Education - Nonpublic, Nonsectarian Schools. The attendance for pupils with exceptional needs who receive services through nonpublic, nonsectarian schools pursuant to Individualized Education Programs (IEP's) may be claimed in one of the following categories:

Pupils receiving services from non-public schools that are not being reported pursuant to E.C. 56836.16.

Pupils whose placement corresponds to that described in E.C. 56836.16. These are pupils who were residentially placed in an LCI/FFH by an agency other than the local educational agency. The ADA reported in this category must be the same as that reported on the J-50-NPS, Part I, EDP 701, Column C.

Opportunity Education

Report attendance for a pupil attending an opportunity *program* as attendance in the class to which the pupil is regularly assigned. Report attendance for pupils attending opportunity *schools* and *full-day opportunity classes* on Line A-7.

Adults in Correctional Facilities

ADA for adults in county correctional facilities reported on the Annual report must equal the ADA reported on the Form J-152-A.

Supplemental Instructional Programs

Core and Remedial ("Summer School")

For continuous sessions held during the summer months report in the fiscal year in which the session ends.

Report the actual number of pupil hours in core academic programs.

Report the actual number of pupil hours for students not demonstrating sufficient progress toward passing the district's exit examination, grades 7 through 12. This supplemental instruction may also be offered to a pupil who was enrolled in grade 12 during the prior school year. (Remedial)

Pupil Promotion and Retention

Report the actual number of pupil hours for those pupils who are retained or recommended for retention in grades 2-9.

Report the actual number of pupil hours for those pupils who are at risk of retention in grades 2-6.

Report the actual number of pupil hours for those pupils with low STAR scores in grades 2-6.

Elementary Intensive Reading Program

Report the actual number of pupil hours in intensive reading programs in grades K-4.

Intensive Algebra Instructional Academies Program

Report the actual number of pupil hours in intensive algebra programs in grades 7-8.

Community Day Schools

Report the total average daily attendance on Line A-13.

Report attendance for pupils who attended for some part of each of five hours in the same day on Line O-1a or O-2a, depending respectively on whether or not the pupil was expelled from school pursuant to E.C. 48915(d). Report attendance for pupils who additionally attended for some part of each of six hours in the same day on Line O-1b or O-2b, depending respectively, again, on whether or not the pupil was expelled from school pursuant to E.C. 48915(d). Report pupil hours for pupils who attended for some part of each of seven hours and eight hours on Line O-3a or O-3b, respectively.

Necessary Small Schools

Attendance for schools that qualify as "necessary" pursuant to E.C. 42283 and 42285, is not to be reported separately on the J-18/19 series of attendance forms. The attendance for these schools is included in the aggregate with all other schools in the district.

Charter School Attendance

Do not report any charter school attendance on the Form J-18/19 except as provided for on Lines G, G-1, I-1, and I-2.

Instructions for County Superintendent Report of Schools and Classes Maintained, J-27/28

General and specific instructions for completing the various other programs can be found on the reverse side of the Form J-27/28.